BARDA Digital Resources (BDR) BAA Submission Overview

Version 3

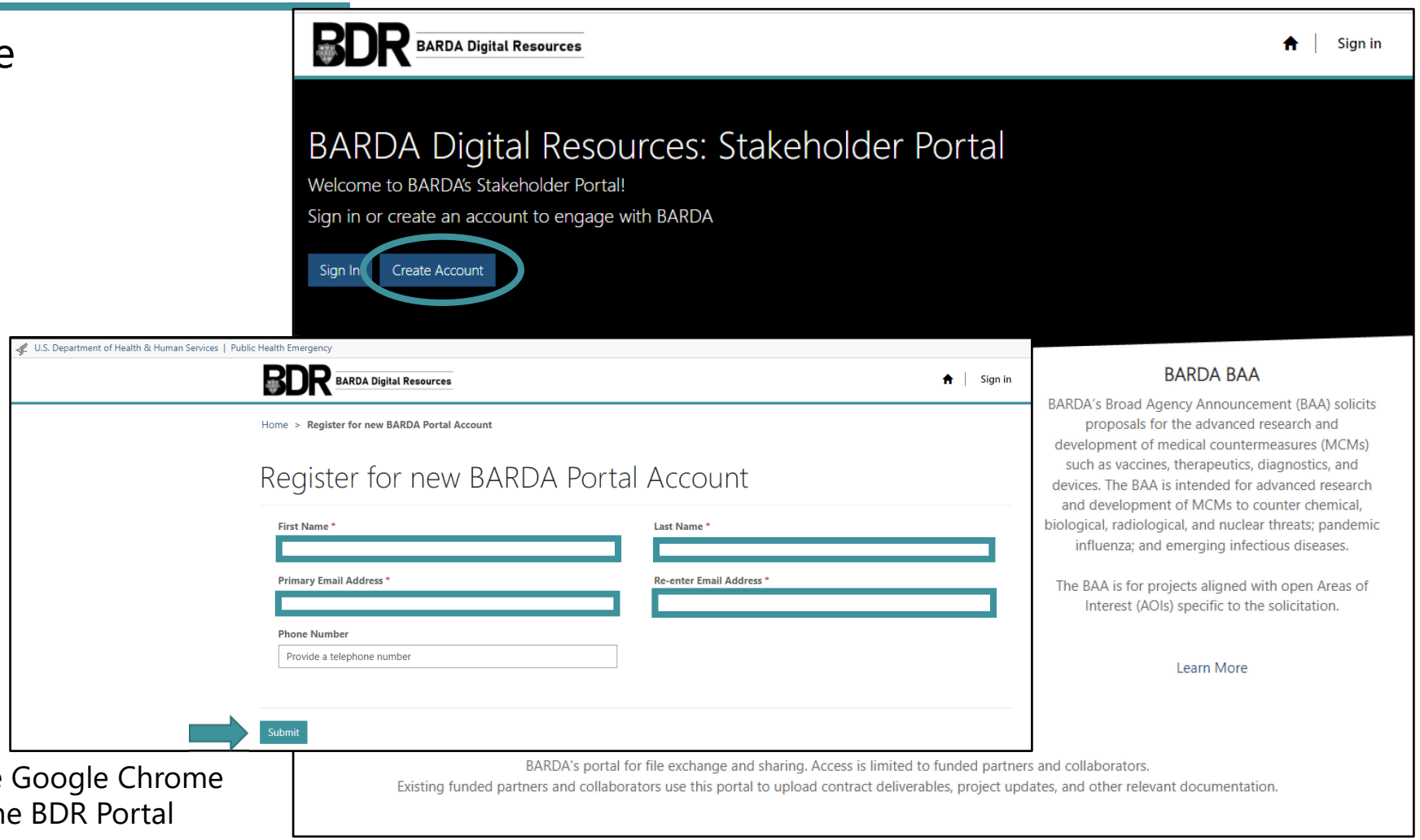
March 2024

BDR Portal Account

Module 1 – Creating a BDR Portal Account

Creating a BDR Portal Account

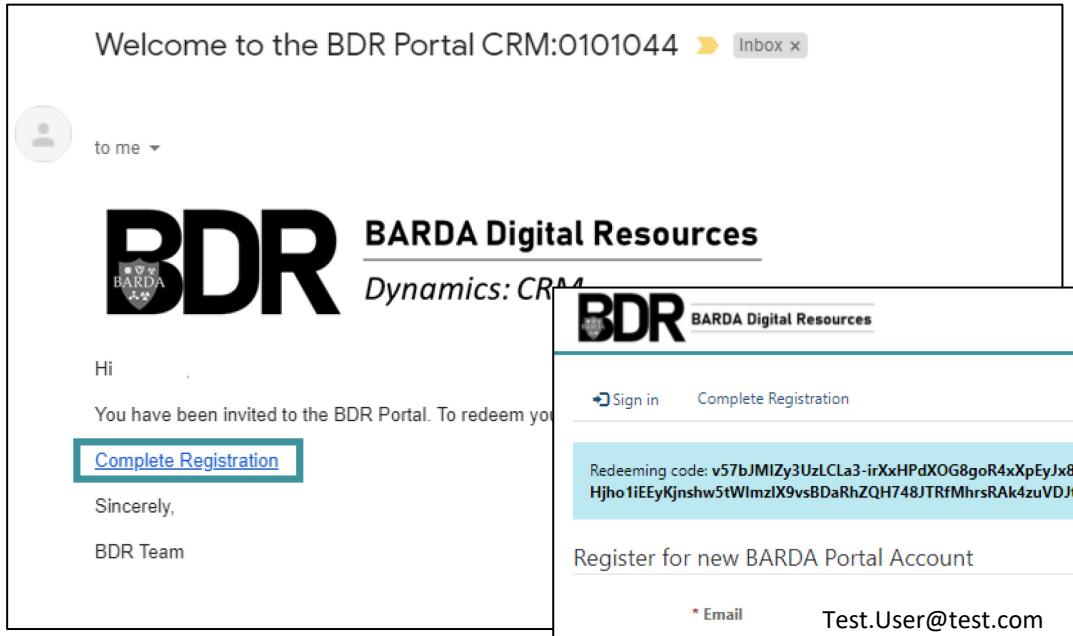
- Open browser and navigate to: https://bdr.hhs.gov
- From the BDR Stakeholder Portal homepage, click **Create Account**.
- Users are redirected to the Registration page.
- Within the Registration page, enter the required contact fields.
- Click **Submit** when done.

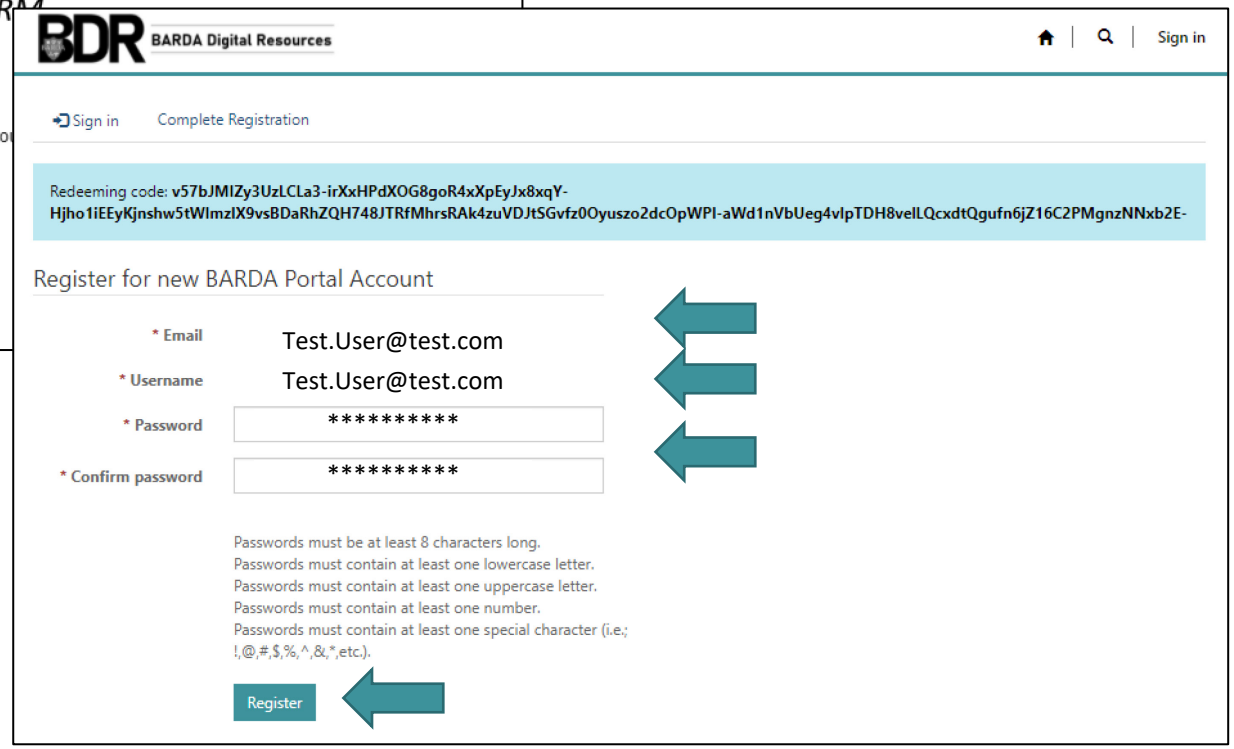


For optimal experience, please use Google Chrome as your browser when accessing the BDR Portal

Confirming a BDR Portal Account

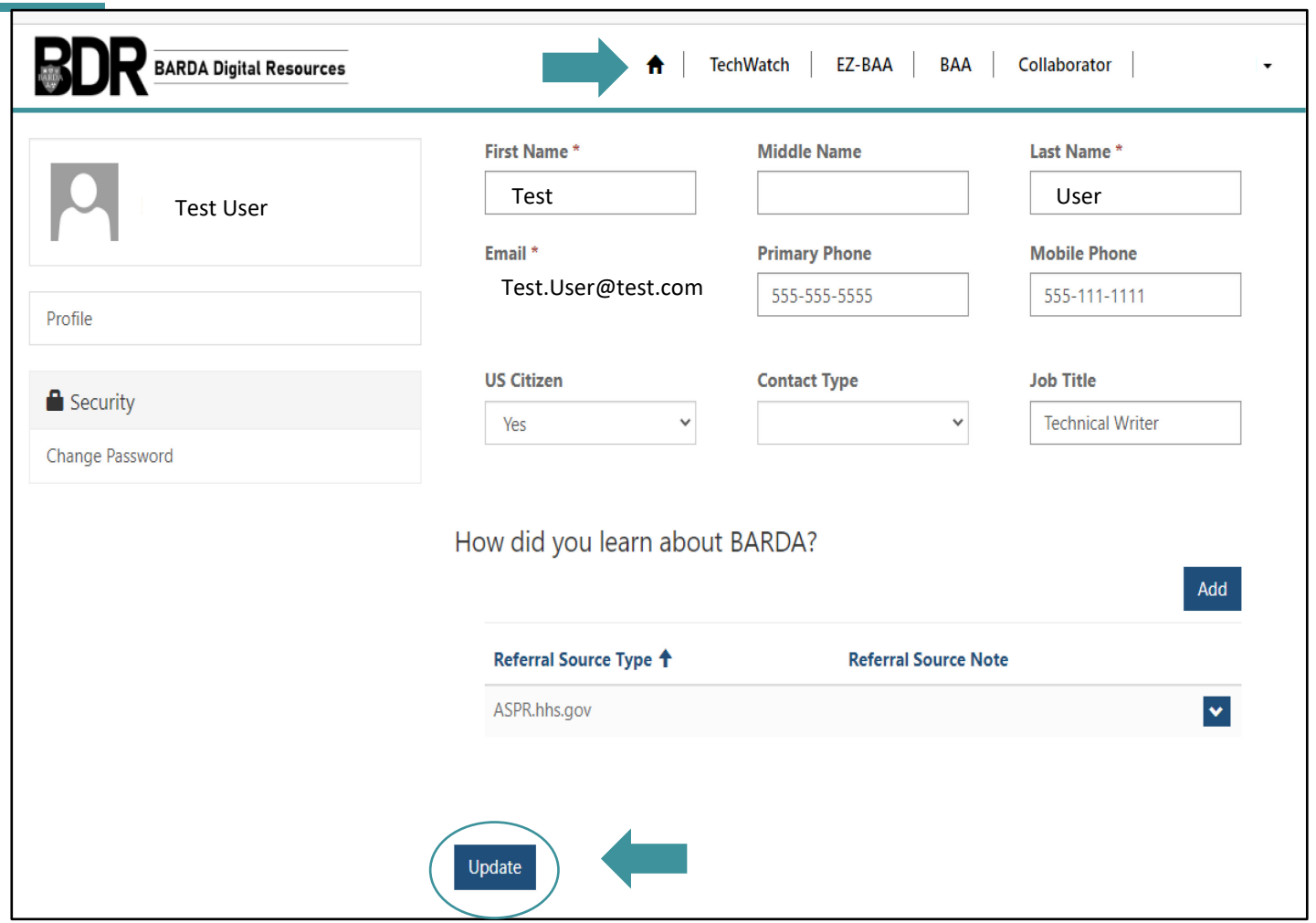
- Users receive a system-generated email from the BDR portal with the subject **Welcome to the BDR Portal**.
- Click the link **Complete Registration** to complete the creation of your account.
- Create and confirm your password using the required criteria
- Click **Register**.





Creating a BDR Portal Profile

- After creating an account password, users are directed to their profile page.
- Within the profile page, a user can update contact information such as their name, phone number, title, and referral source, then click **Update** to save changes.
- A green notification will confirm changes have been successfully saved.
- Click the **Home** icon ( ) to return to the BDR Portal landing page.



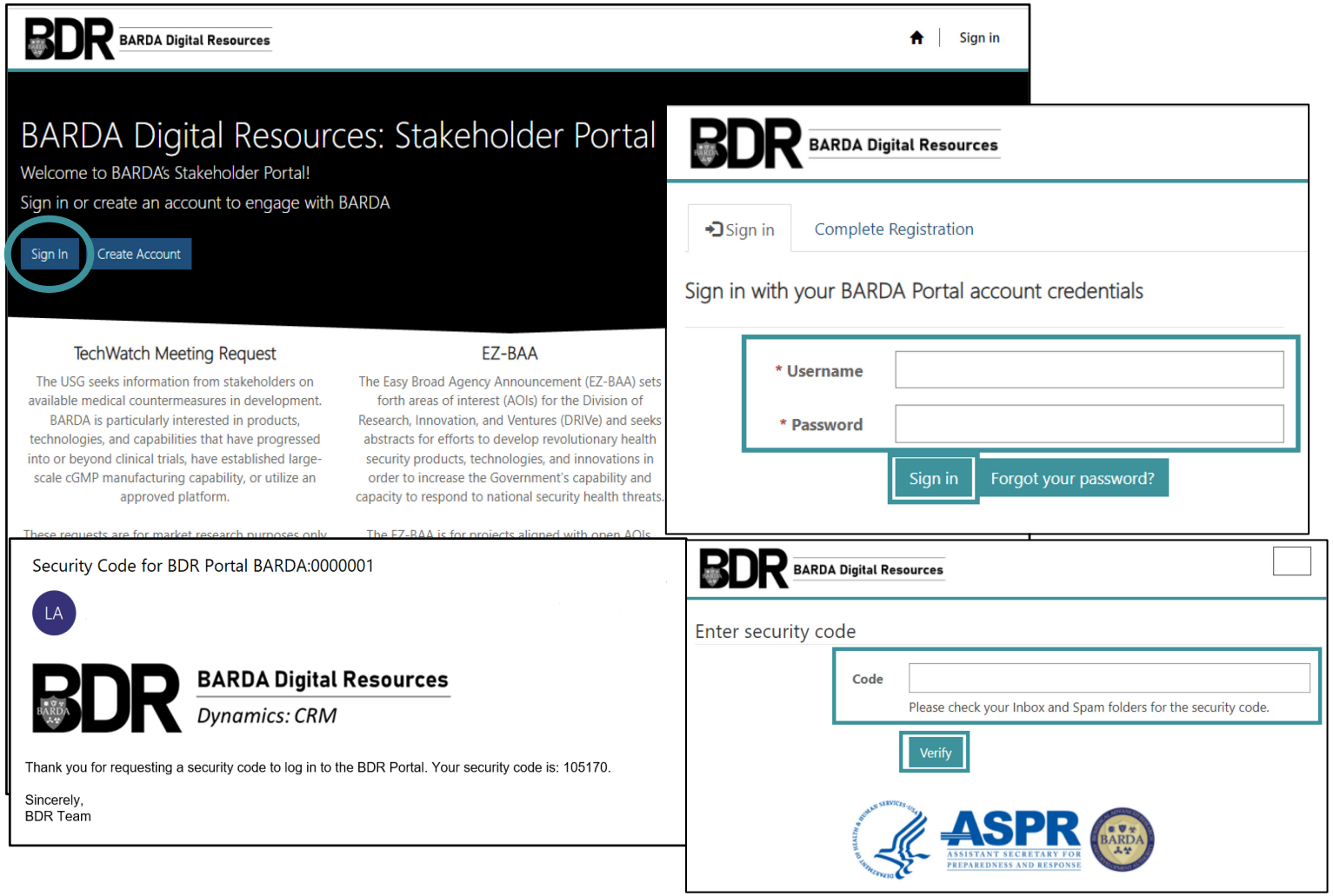
To request an update to the email address associated with your account, please reach out to BDR_Admin_Inbox@hhs.gov

General BDR Navigation

Module 2 – General BDR Navigation

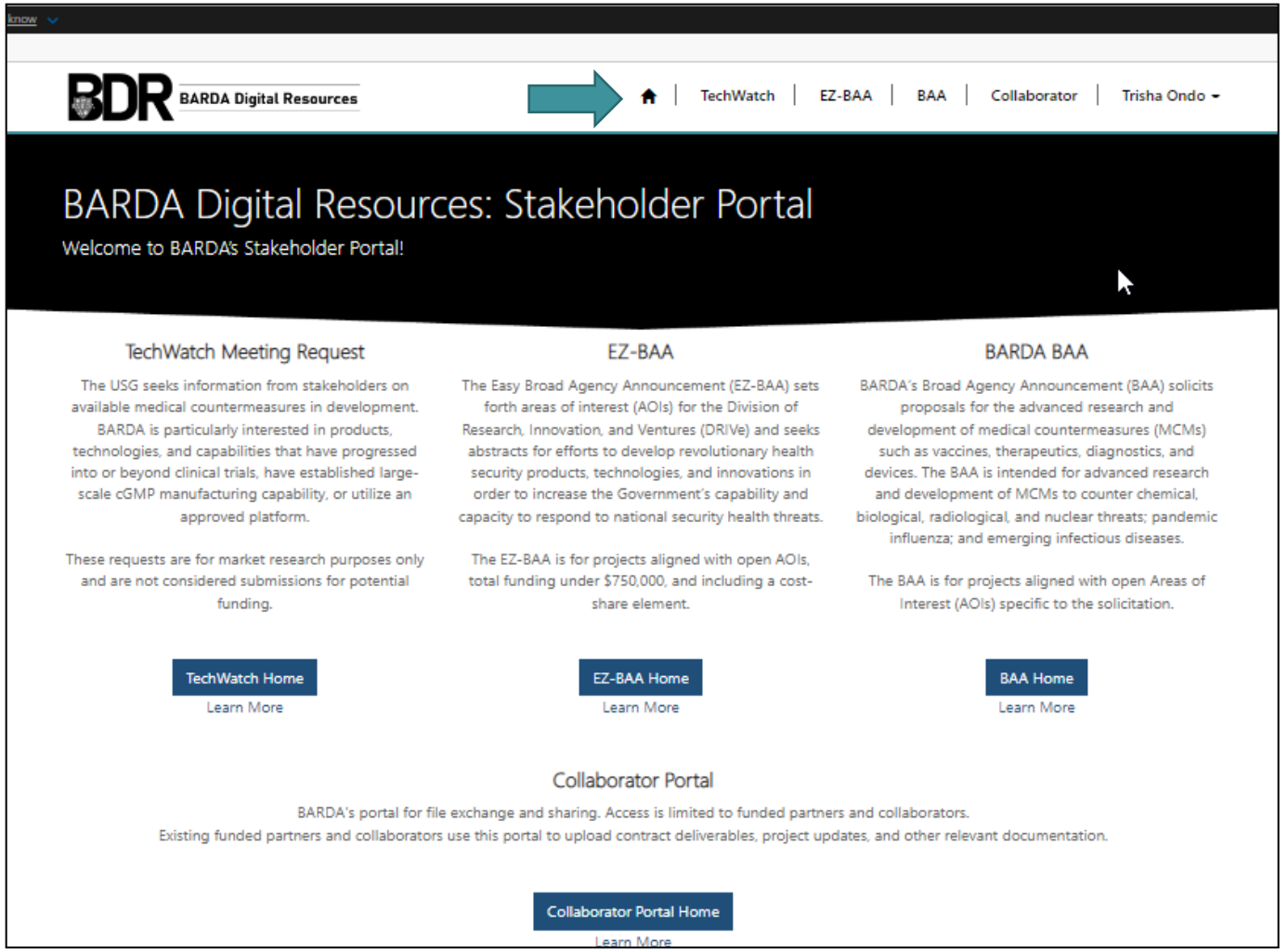
Logging into the BDR Portal

- After creating a BDR Portal account, log-in by clicking **Sign In** at: https://bdr.hhs.gov/
- Enter your Username and Password, then click **Sign In**.
- Once a Username and Password is successfully entered, a security code is sent to the users e-mail address.
- Enter the security code within the BDR security code page and click **Verify**.



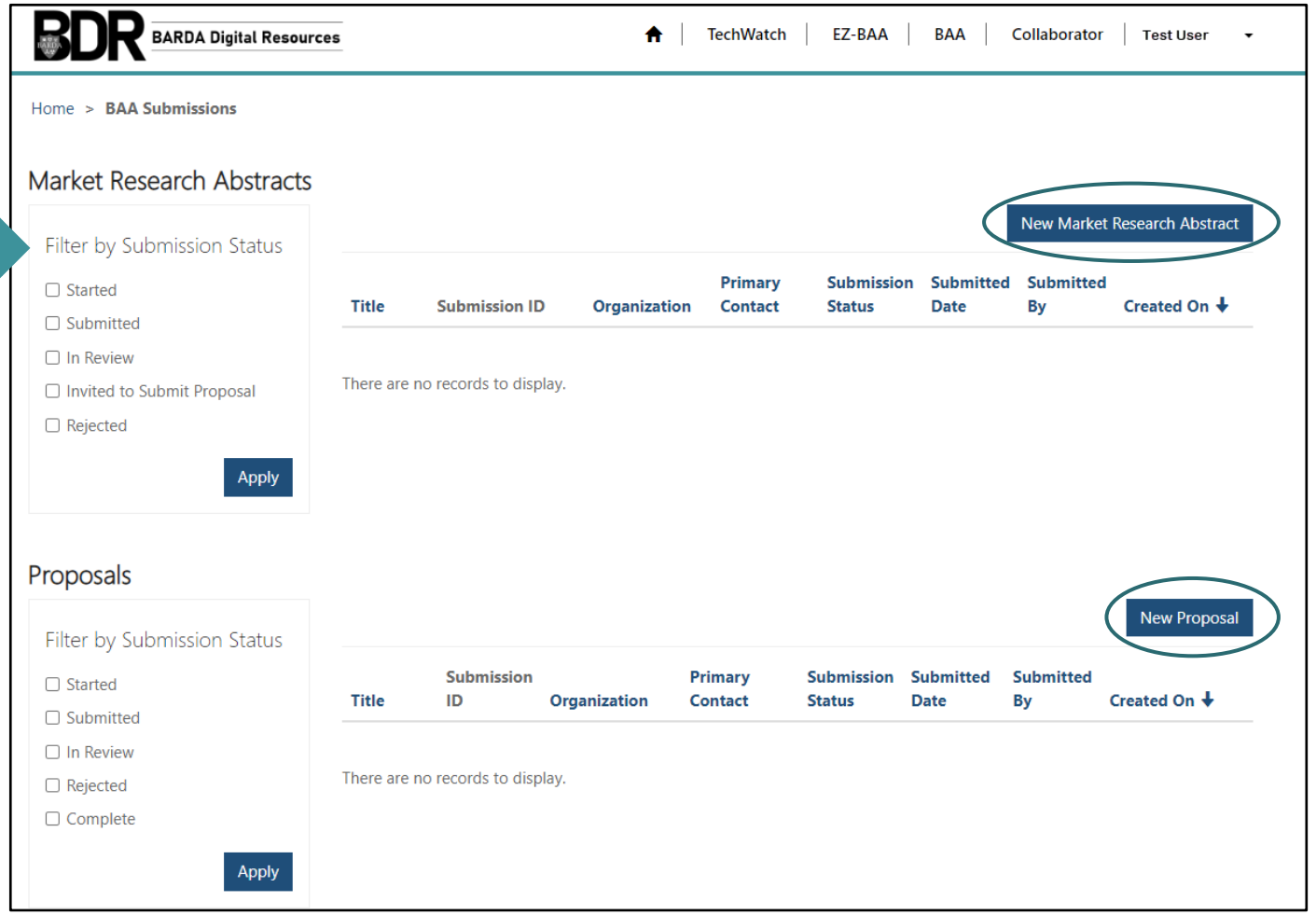
BDR Portal Landing Page

- After logging in, the BDR Portal landing page is presented.
- From the landing page, a user can access the following:
  - TechWatch
  - EZ-BAA
  - BAA
  - Collaborator Portal
- Navigate back to the BDR Portal landing page by clicking the **home icon** ( ) on the top navigation toolbar.



BAA Submission Dashboard

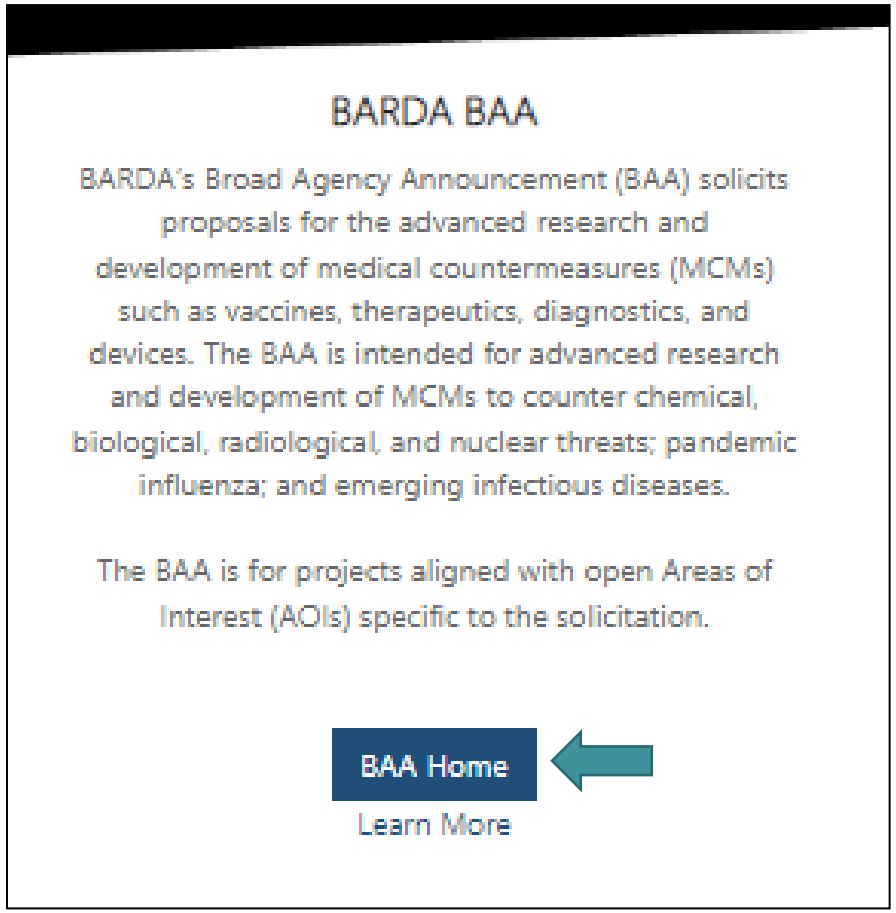
- After clicking **BAA Home**, the BAA Submissions Dashboard is presented.
- Submitted and in-progress Market Research Abstracts and/or Proposals are displayed.
- Click on the **New Market Research Abstract** or **New Proposal** button to submit a New Market Research Abstract or New Proposal.
- Click an existing submission to continue updates.



For faster navigation and easier querying, filter submissions by clicking a status filter from the left-hand filter menu, then click **Apply**.

Navigating to the BAA Home

- After sign in, from the BDR Stakeholder Portal Landing page, click **BAA Home** to access the BAA Submission Dashboard.

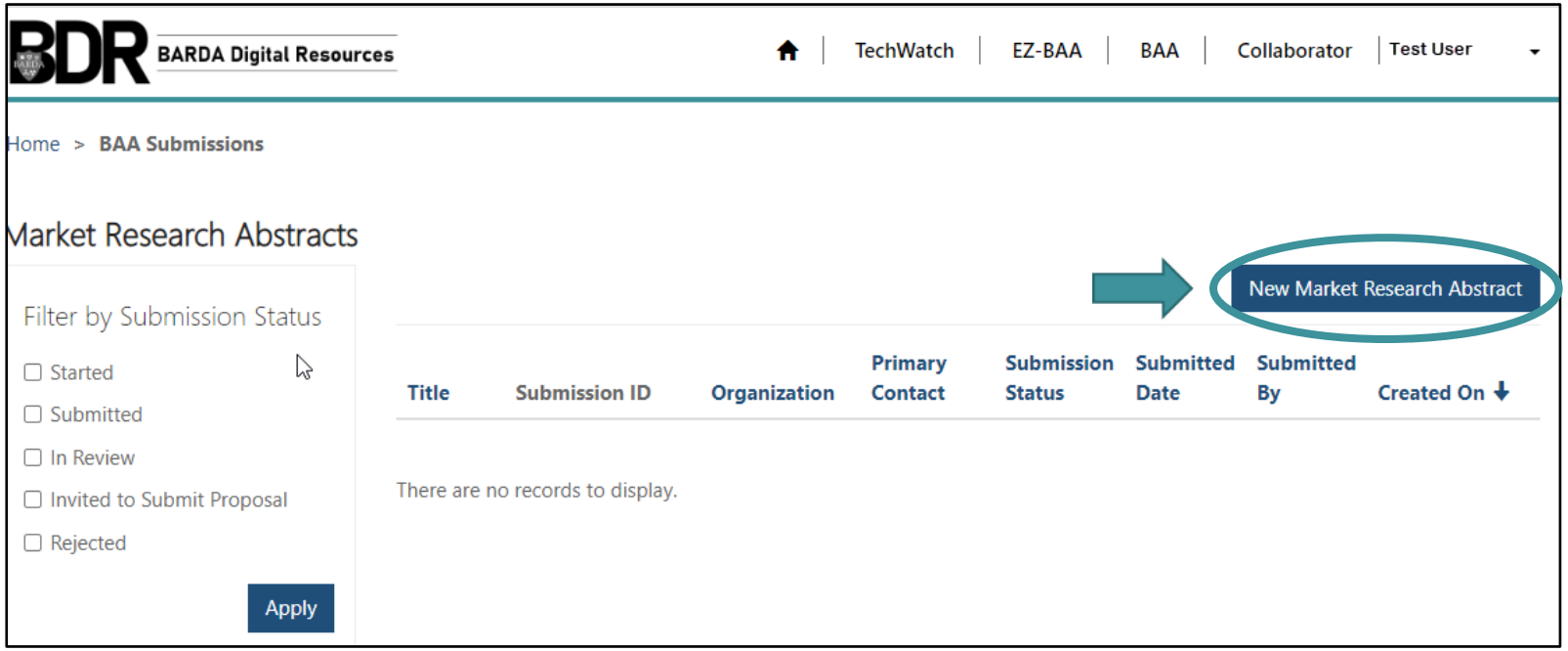


Submitting a Market Research Abstract

Module 3 – Submitting a Market Research Abstract

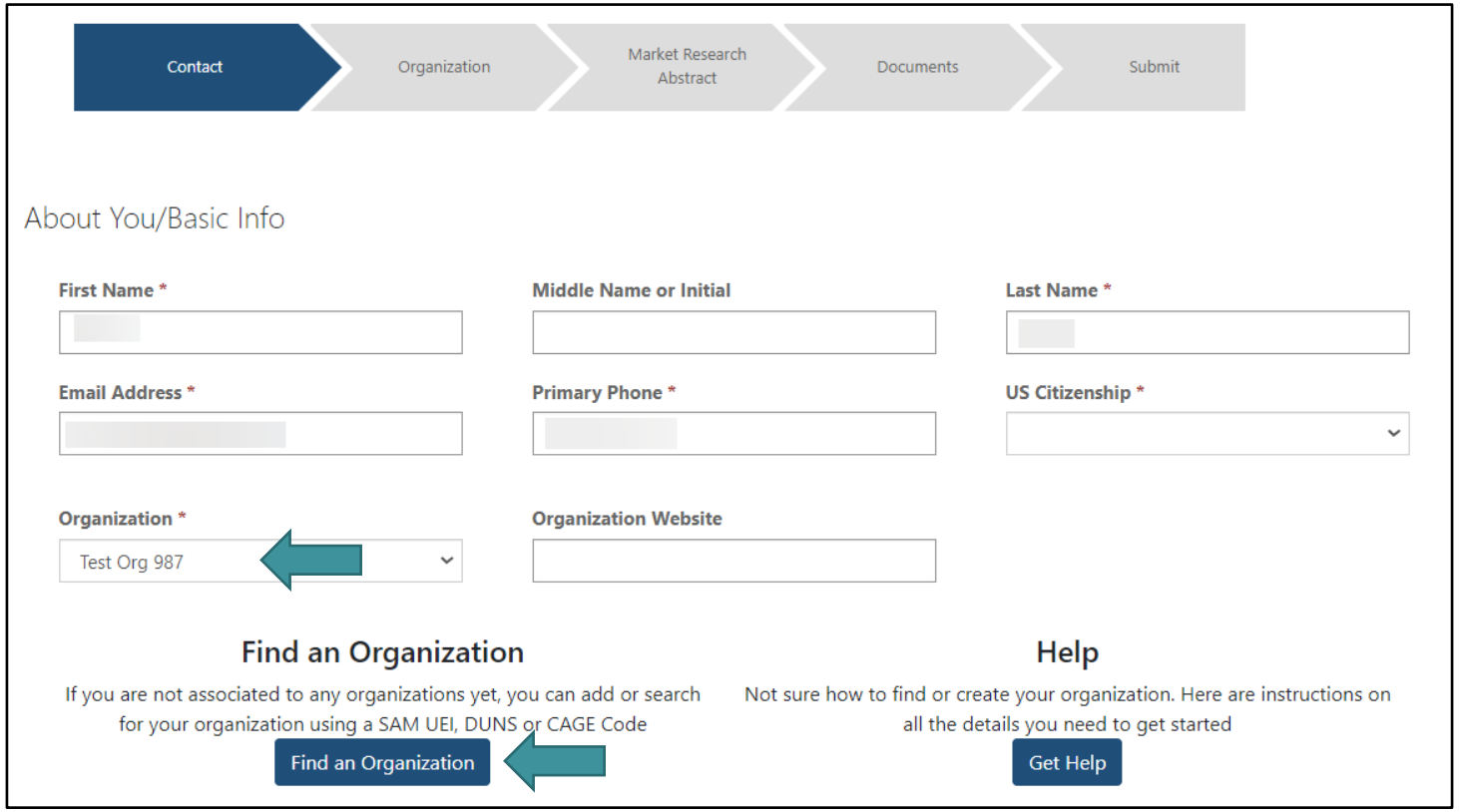
Creating a Market Research Abstract Submission

- From the BAA Submissions Dashboard, start a new market research abstract submission by clicking the **New Market Research Abstract** option.



Market Research Abstract – Contact Tab

- The **Contact** tab displays Basic Info from the user profile data. Confirm or modify this information as appropriate.
- Confirm or click an organization by clicking the **organization dropdown** or
- Associate a new organization using the **Find an Organization** option.

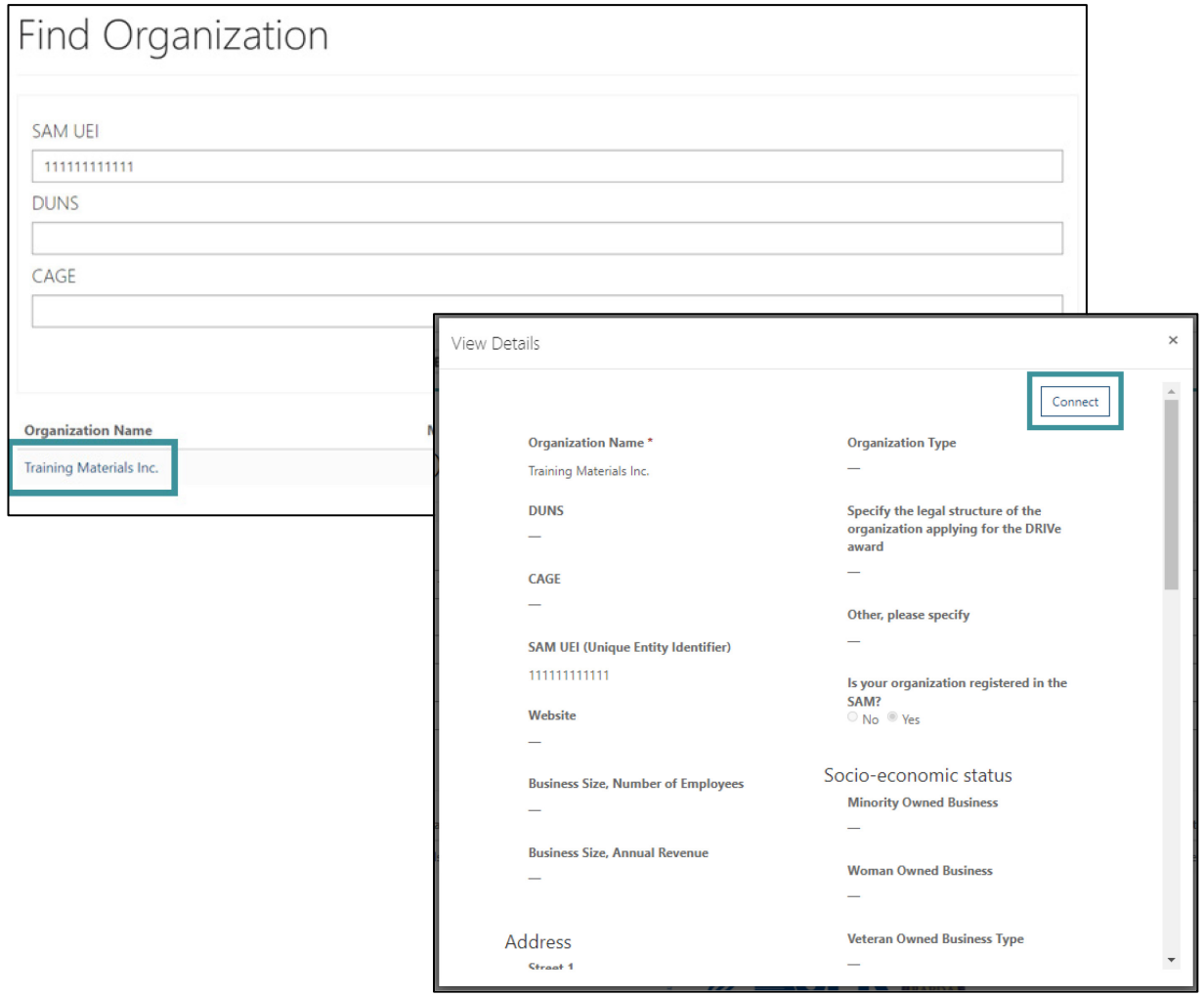


Finding an Existing Organization

- When a User clicks **Find an Organization,** they are given two options:
  1. Find an Organization that already exists within the BARDA database.
  2. Add a new Organization.

<u>Find an existing Organization:</u>

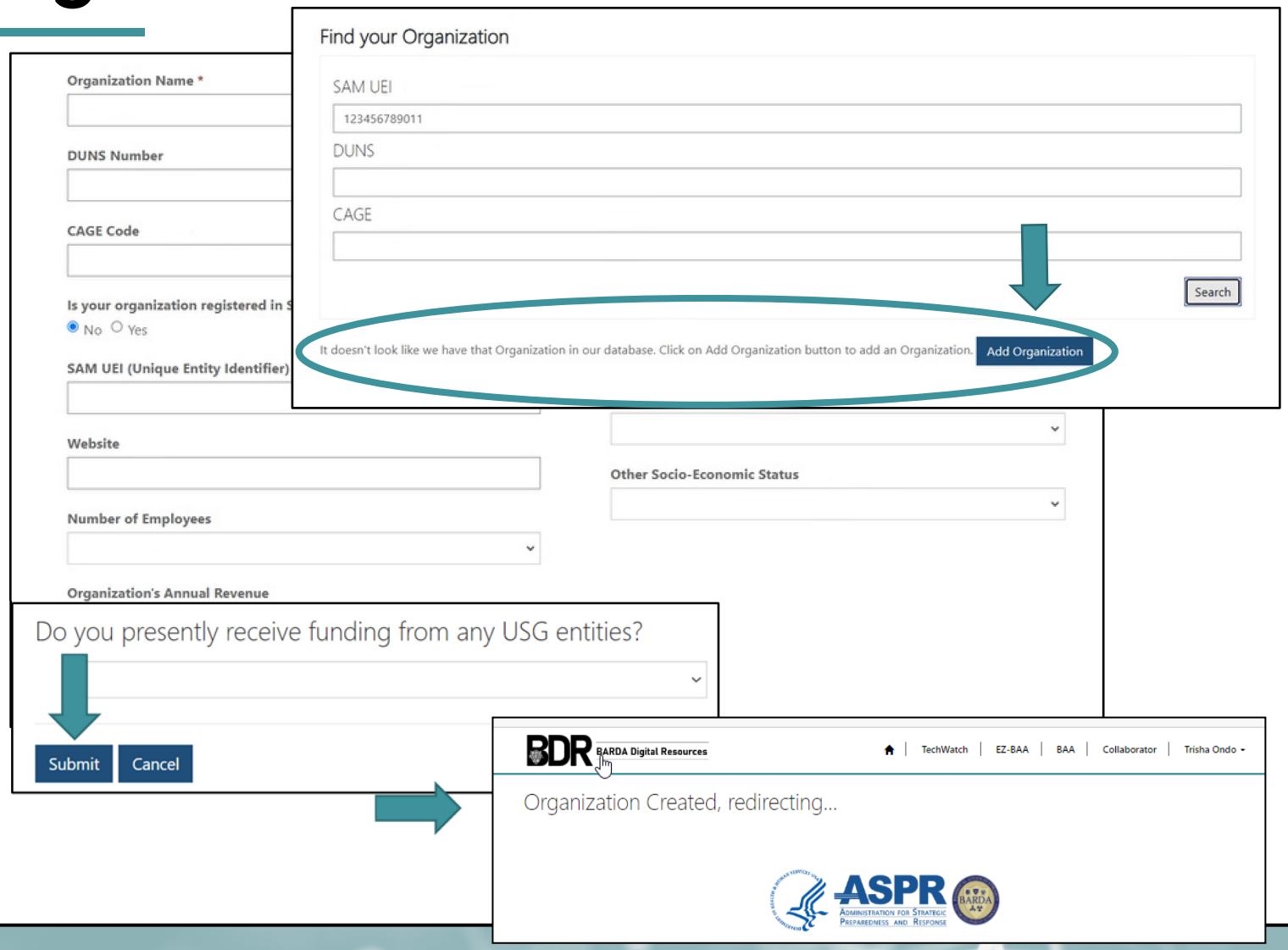
- Users search using the SAM UEI, DUNS and/or CAGE number for the Organization.
- If the Organization record already exists, the Organization name and information will populate in a table below the search menu.
- To associate, click the **Organization name**, and click **Connect** within the subsequent popup menu.



Adding a New Organization

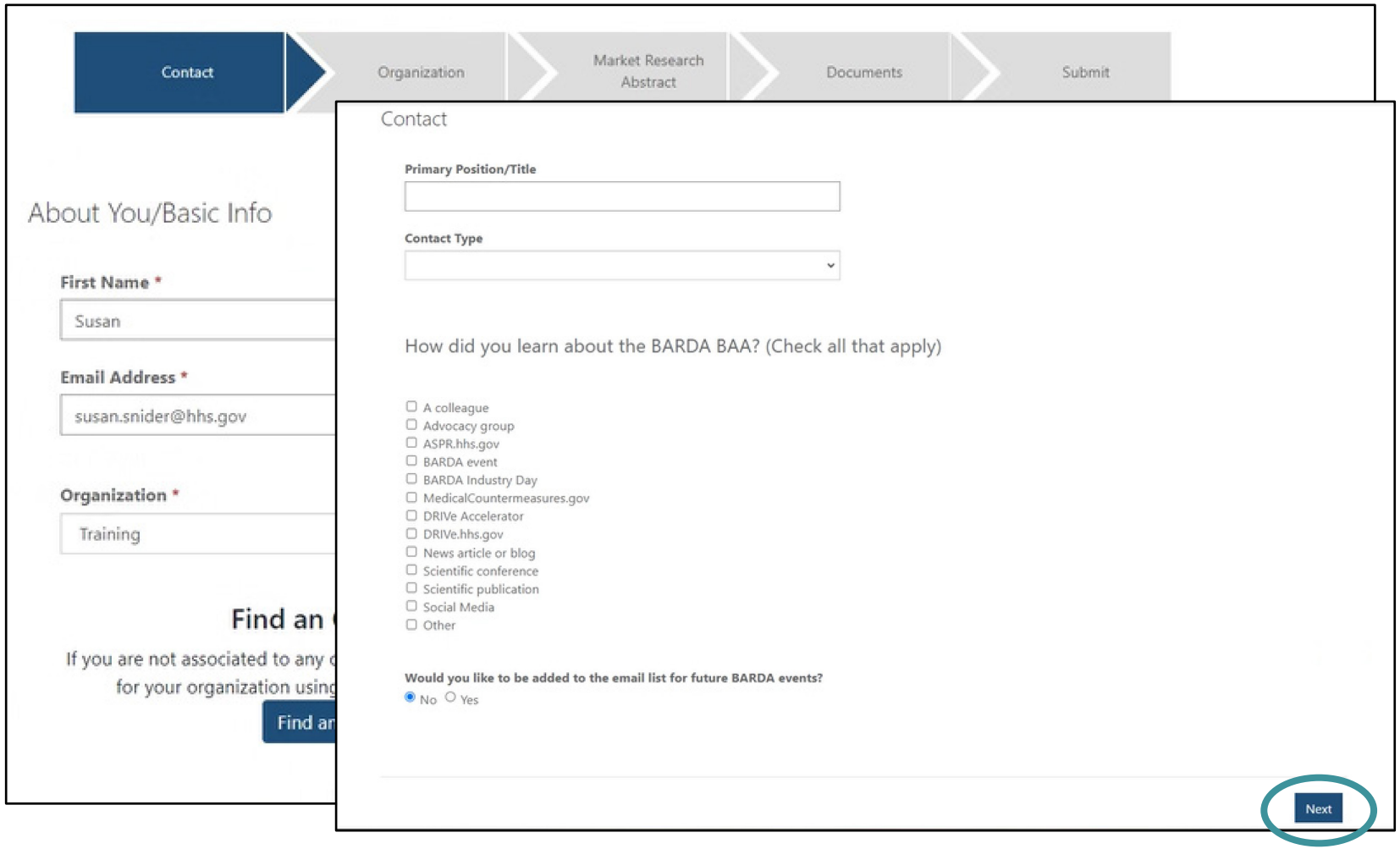
Add a new organization:

- Search using the SAM UEI, DUNS and/or CAGE number for the Organization.
- If the Organization does not exist, click **Add Organization**.
- Populate the required Organization data within the presented popup window, then click **Submit** at the bottom of the window.
- Once submitted, a window will show **Organization Created, redirecting…**



Market Research Abstract – Contact Tab, Con't

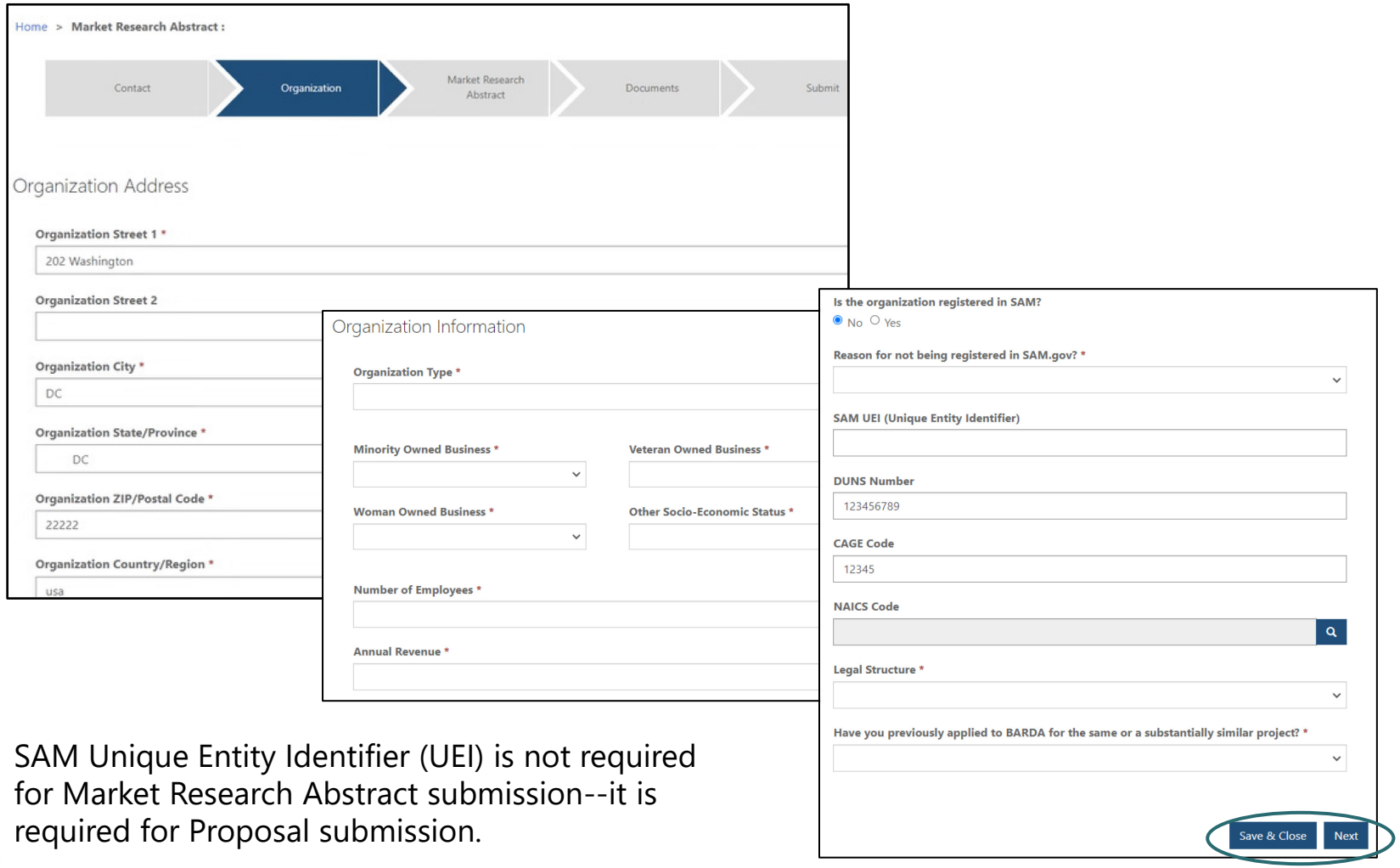
- Review and confirm the Organization was added and that all information on the **Contact** tab is correct then click, **Next**.



How did you learn about the BARDA BAA? question doesn't specify that it is required but must be filled out prior to advancing.

Market Research Abstract – Organization Tab

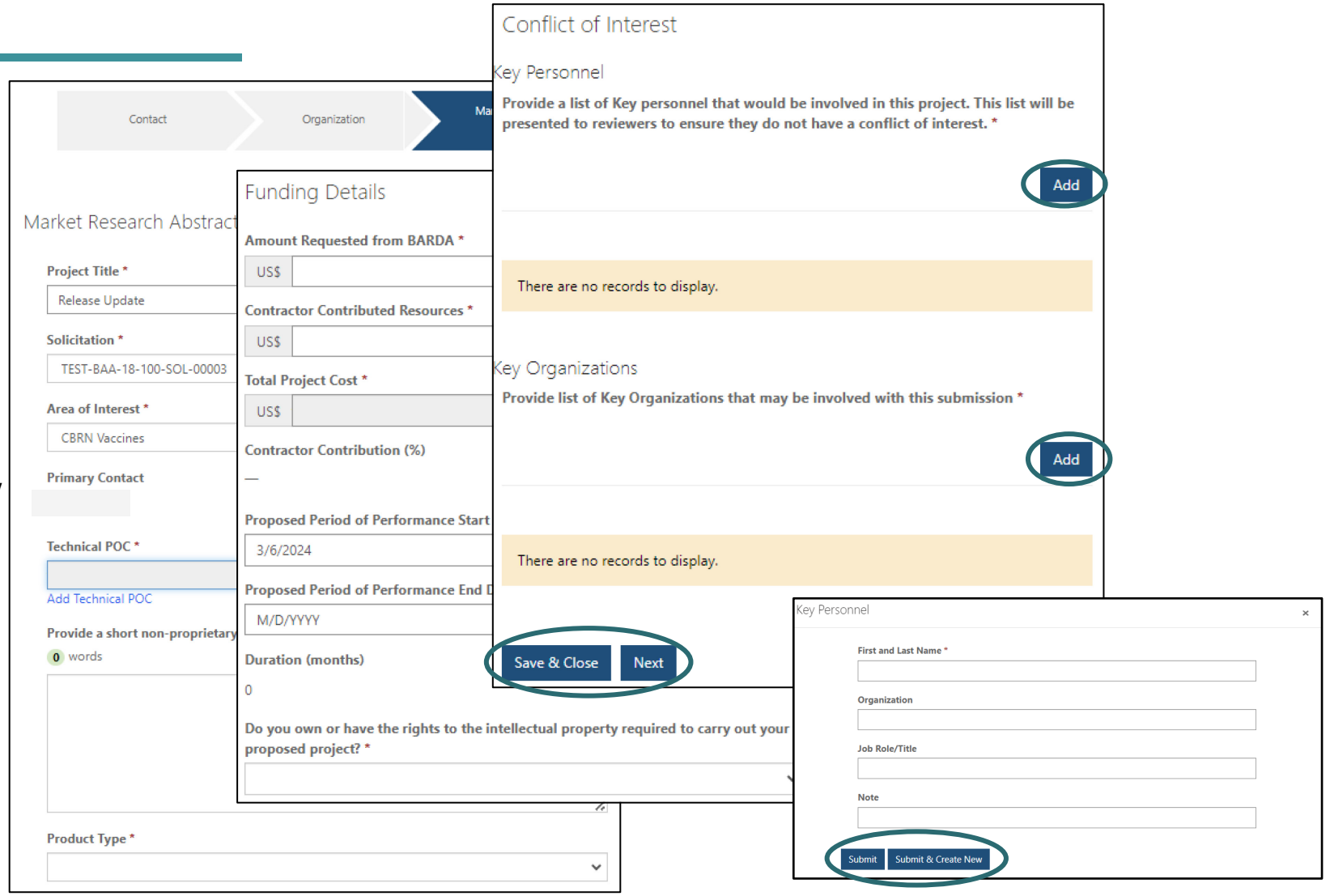
- The **Organization** tab displays Organization related data, ensure the required data fields are populated.
- Some Organization data will prepopulate based on the Organization record within the BARDA database; however, this data can be modified on the submission record.
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data another time.



SAM Unique Entity Identifier (UEI) is not required for Market Research Abstract submission--it is required for Proposal submission.

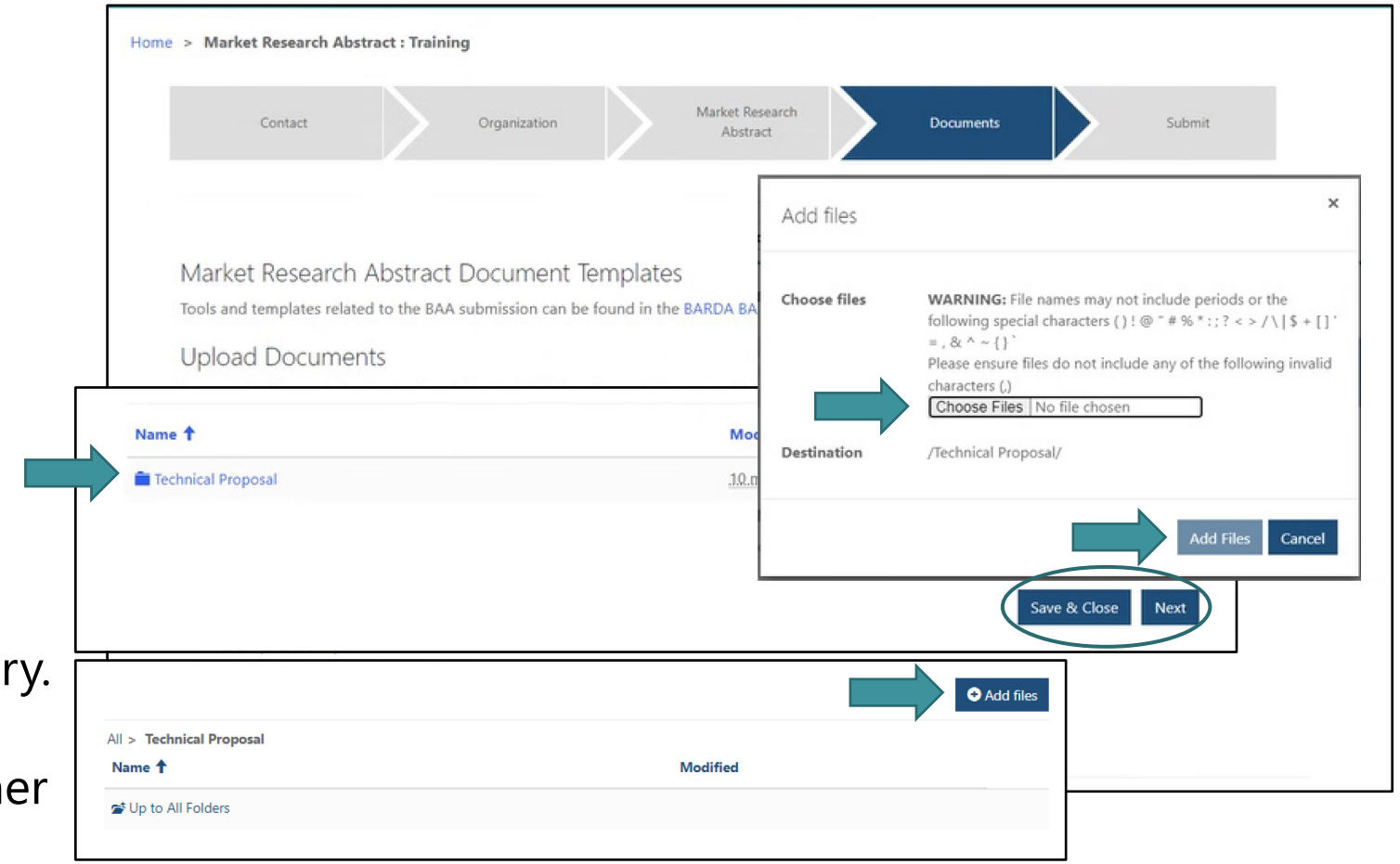
Market Research Abstract – Market Research Abstract Tab

- The **Market Research Abstract** tab displays Market Research Abstract related data, ensure the required data fields are populated.
- To add Key Personnel, click **Add**, fill in the requested information, then click **Submit** or **Submit & Create New**.
- To add Key Organizations, click **Add**, fill in the requested information, then click **Submit** or **Submit & Create New**
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.



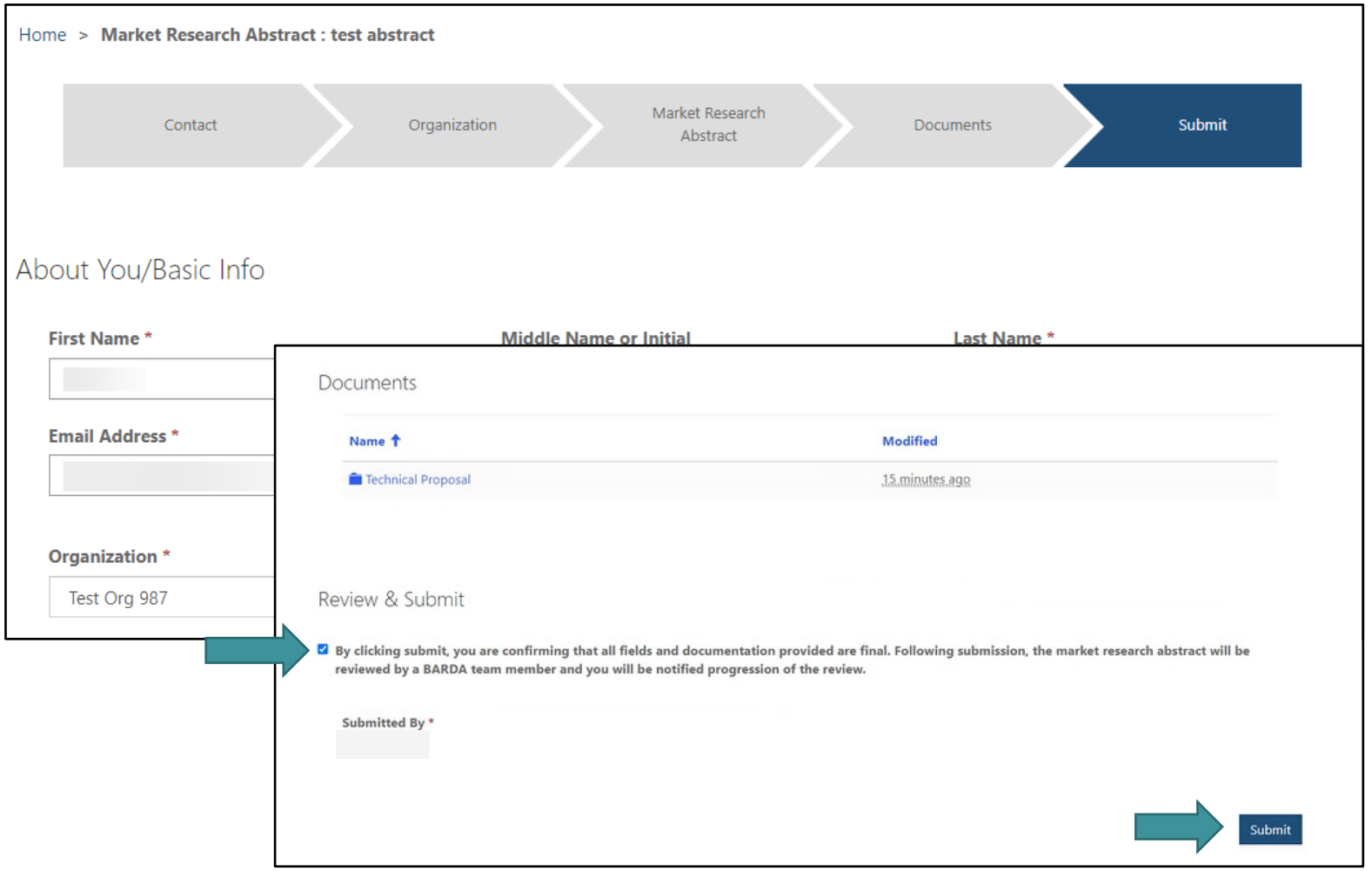
Market Research Abstract – Documents Tab

- Within the **Documents** tab, upload documents relevant to the Market Research Abstract submission such as a Rough Order of Magnitude.
- To add a file(s):
  - Click **Technical Proposal**.
  - Click **Add files**.
  - Click **Choose files**.
  - Locate file(s), click **Open**.
  - Confirm file has been added to the Add files window. Click **Add Files**.
  - Add as many documents as necessary.
- Click **Next** when done or
- Click **Save & Close** to continue at another time.



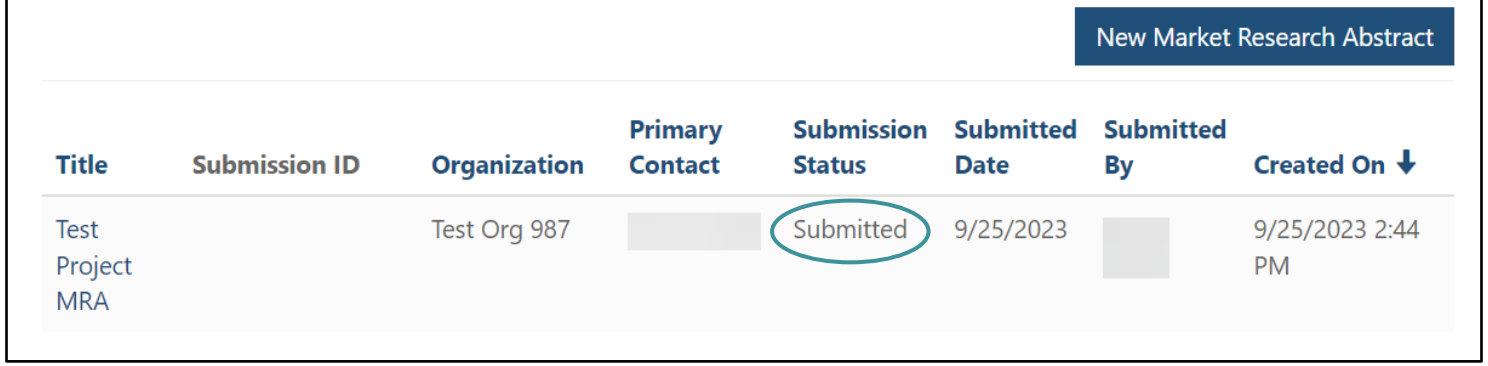
Market Research Abstract – Submit Tab

- Within the **Submit** tab, review all the data and documents entered.
- Review the submission data, ensuring the required data fields are accurate and populated.
- After the review is complete, confirm submission data via the checkbox at the bottom of the tab and click **Submit**.



Market Research Abstract – Submission Complete

- After completing the submission of the Market Research Abstract within the **Submit** tab, the user is directed back to the Submission dashboard where the market research abstract record is displayed with a **Submitted** status.
- The Applicant will receive a system generated notification confirming that the submission has been received.
- The market research abstract submission process is now complete.



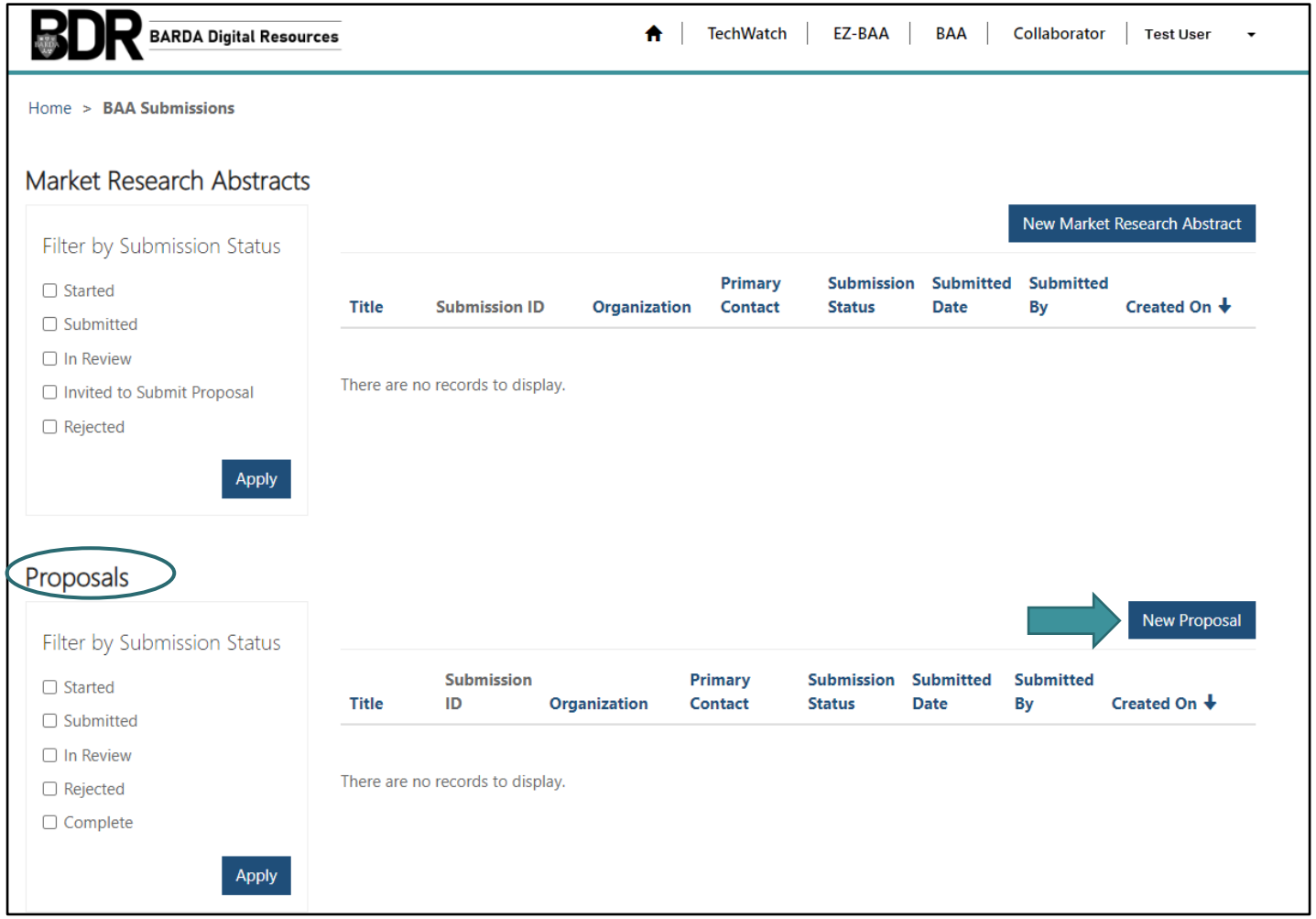
The Submission ID may take a few minutes to populate. Refresh the screen; the Submission Status should say Submitted.

Submitting a Proposal

Module 4 – Submitting a proposal

Submitting a Proposal

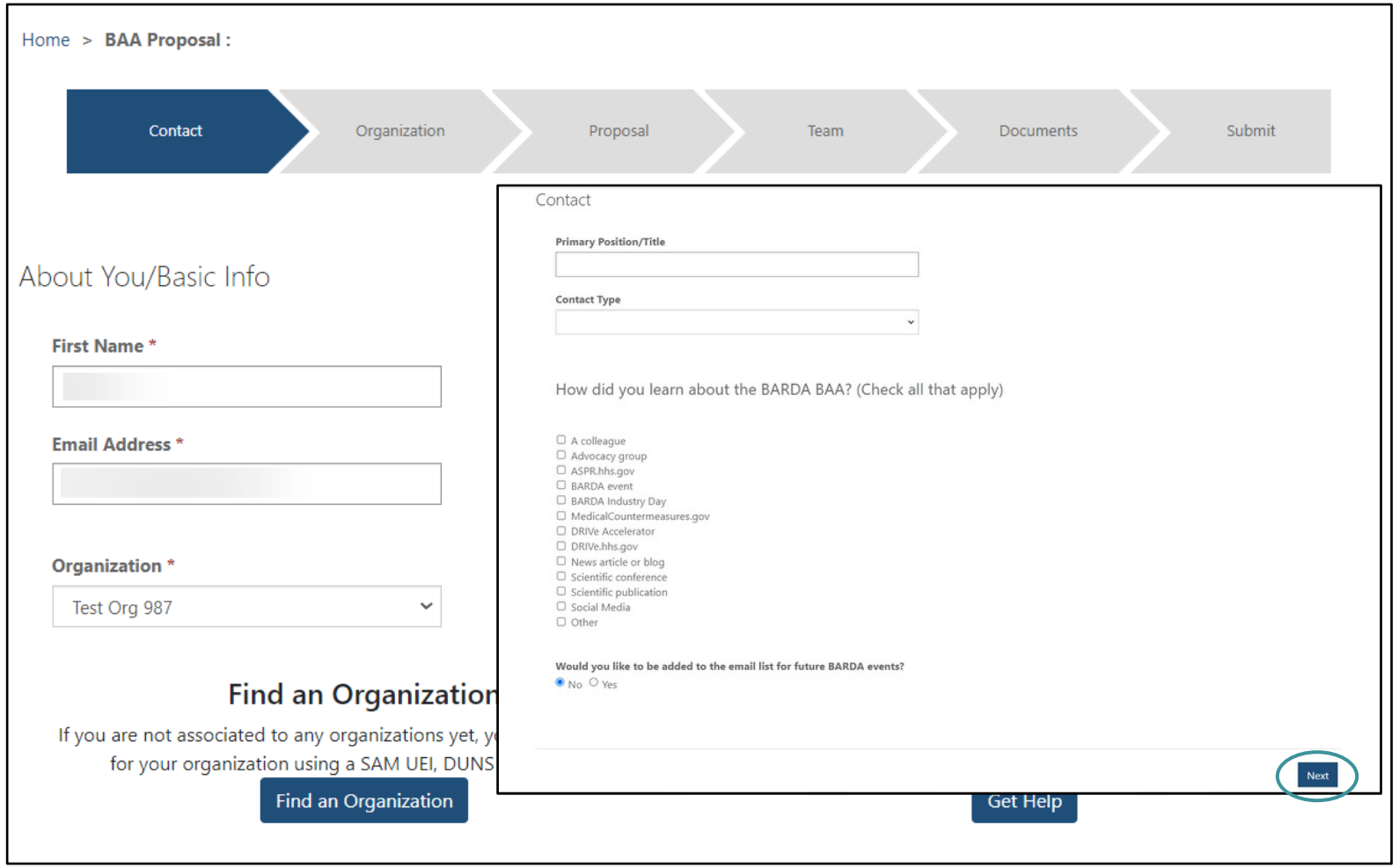
- Go to the BAA Submissions screen.
- Under the **Proposals** section, click on **New Proposal**.



Proposal – Contact Tab

- The **Contact** tab will be pre-populated with information in your Profile.
- Changes can be made on this screen, all required fields must be populated. Steps to find or add a new organization are provided on next 2 slides.
- After entry and review is complete, click **Next**.

How did you learn about the BARDA BAA? question doesn't specify that it is required, but it has to be filled out prior to advancing.



Proposal – Finding an Existing Organization

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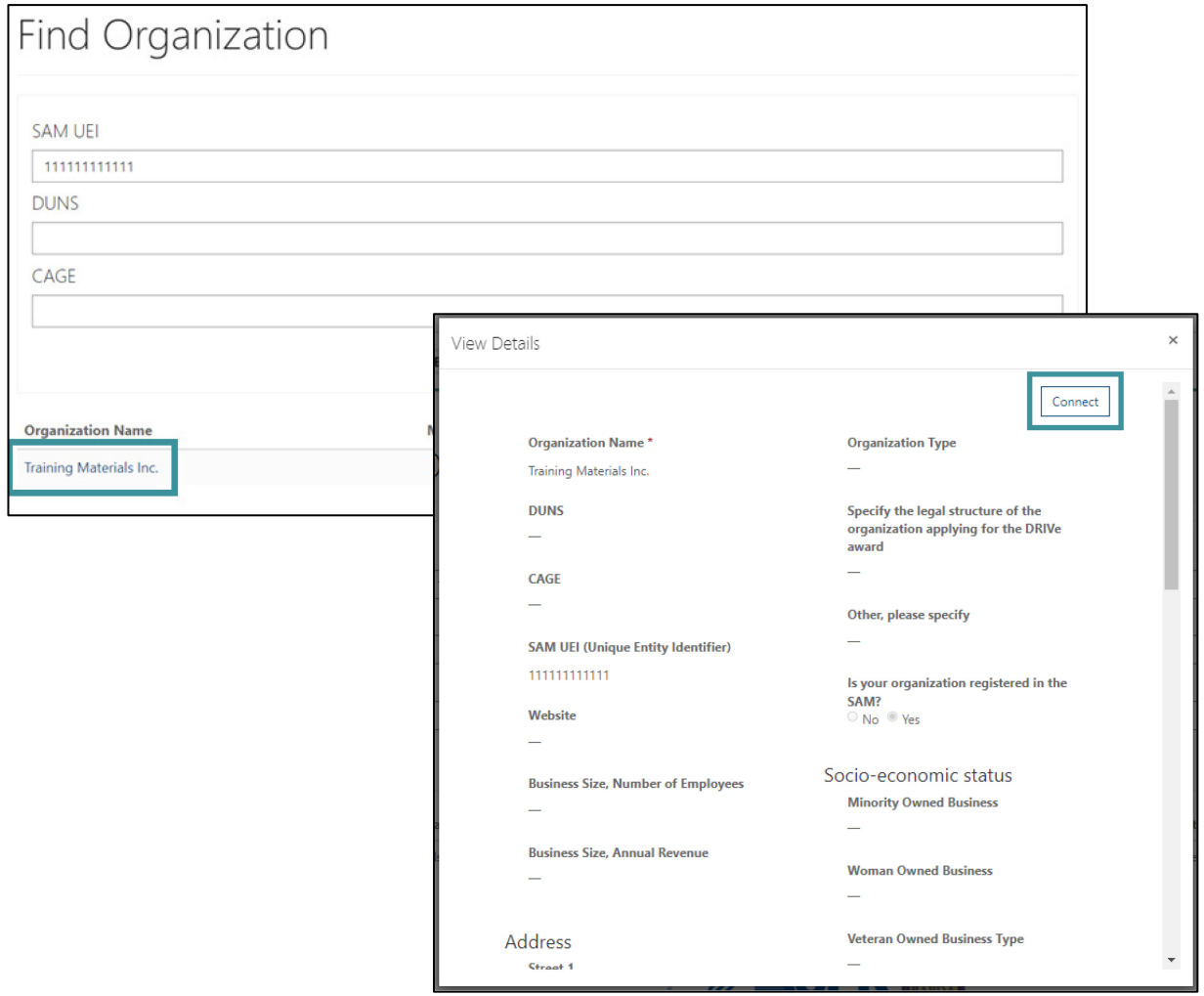
<u>Find an existing Organization:</u>

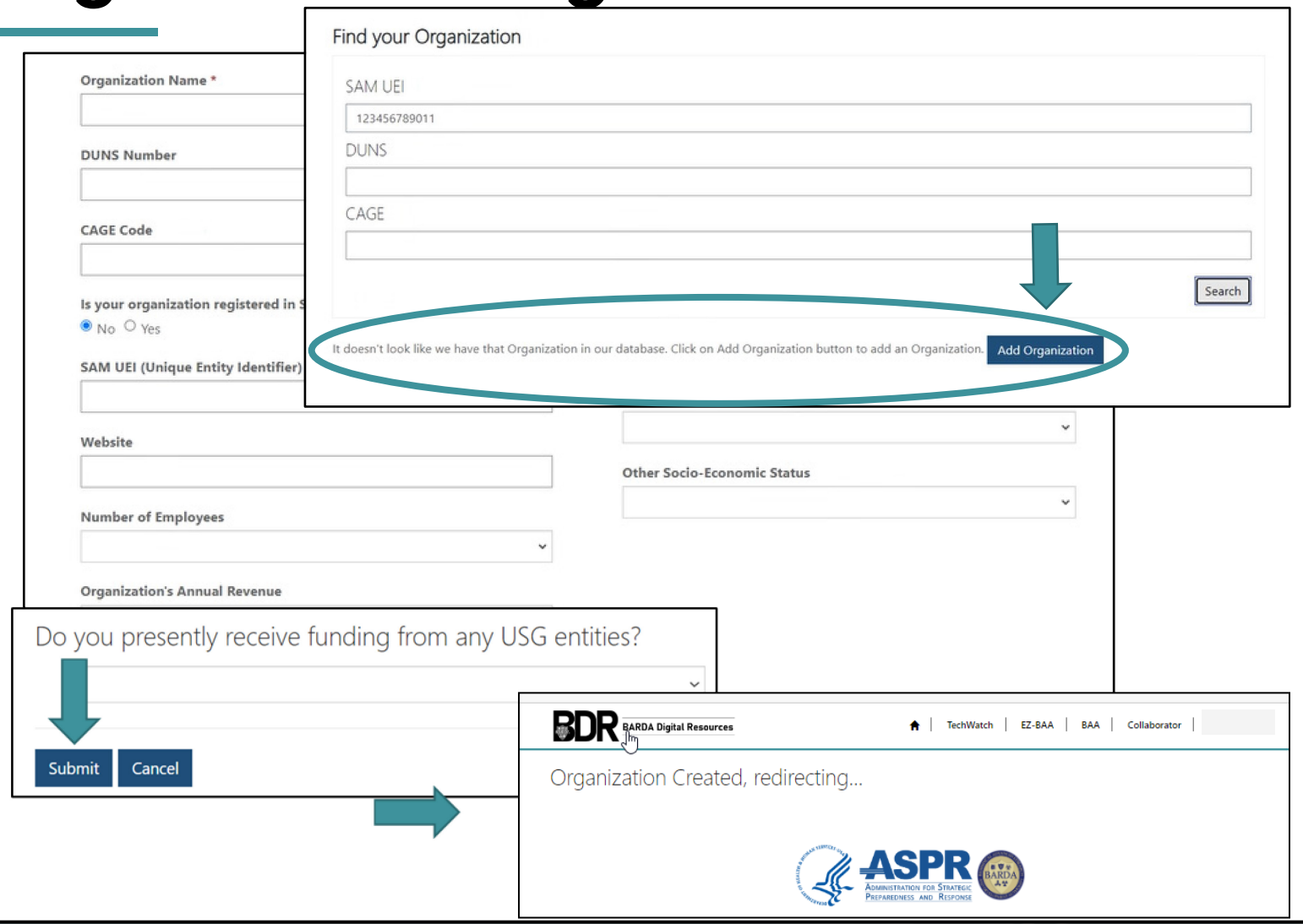
- Users search using the SAM UEI, DUNS and/or CAGE number for the Organization.
- If the Organization record already exists, the Organization name and information will populate in a table below the search menu.
- To associate, a User should click the **Organization name**, and click **Connect** within the subsequent popup menu.



Proposal – Adding a New Organization

Add a new organization:

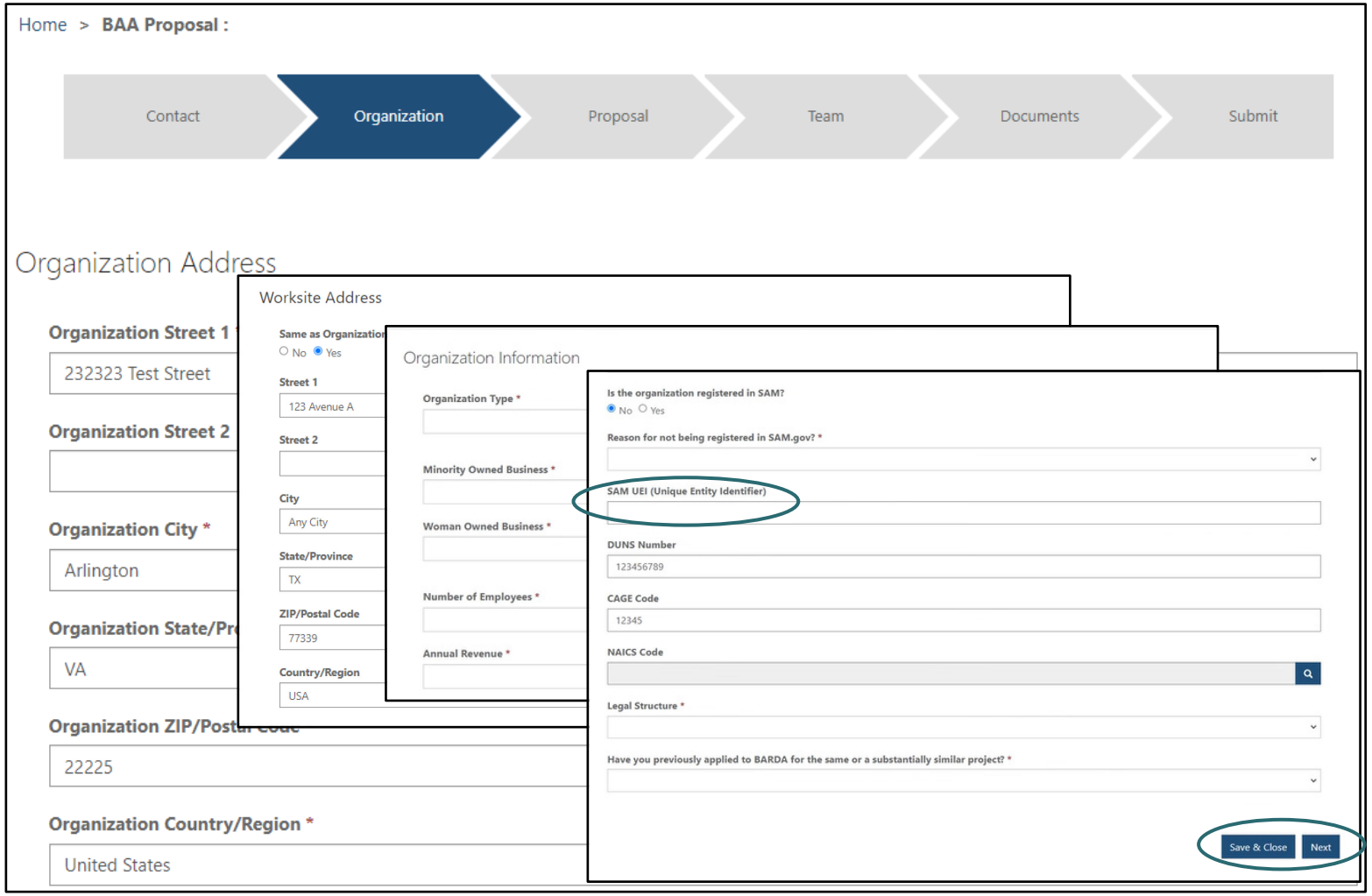
- Search using the SAM UEI, DUNS and/or CAGE number for the Organization.
- If the Organization does not exist, **Add Organization** is provided below the search menu.
- To add the Organization record, populate the required Organization data within the presented popup window, click **Submit** at the bottom of the window.
- Once submitted, a window will show **Organization Created, redirecting…**



Proposal – Organization Tab

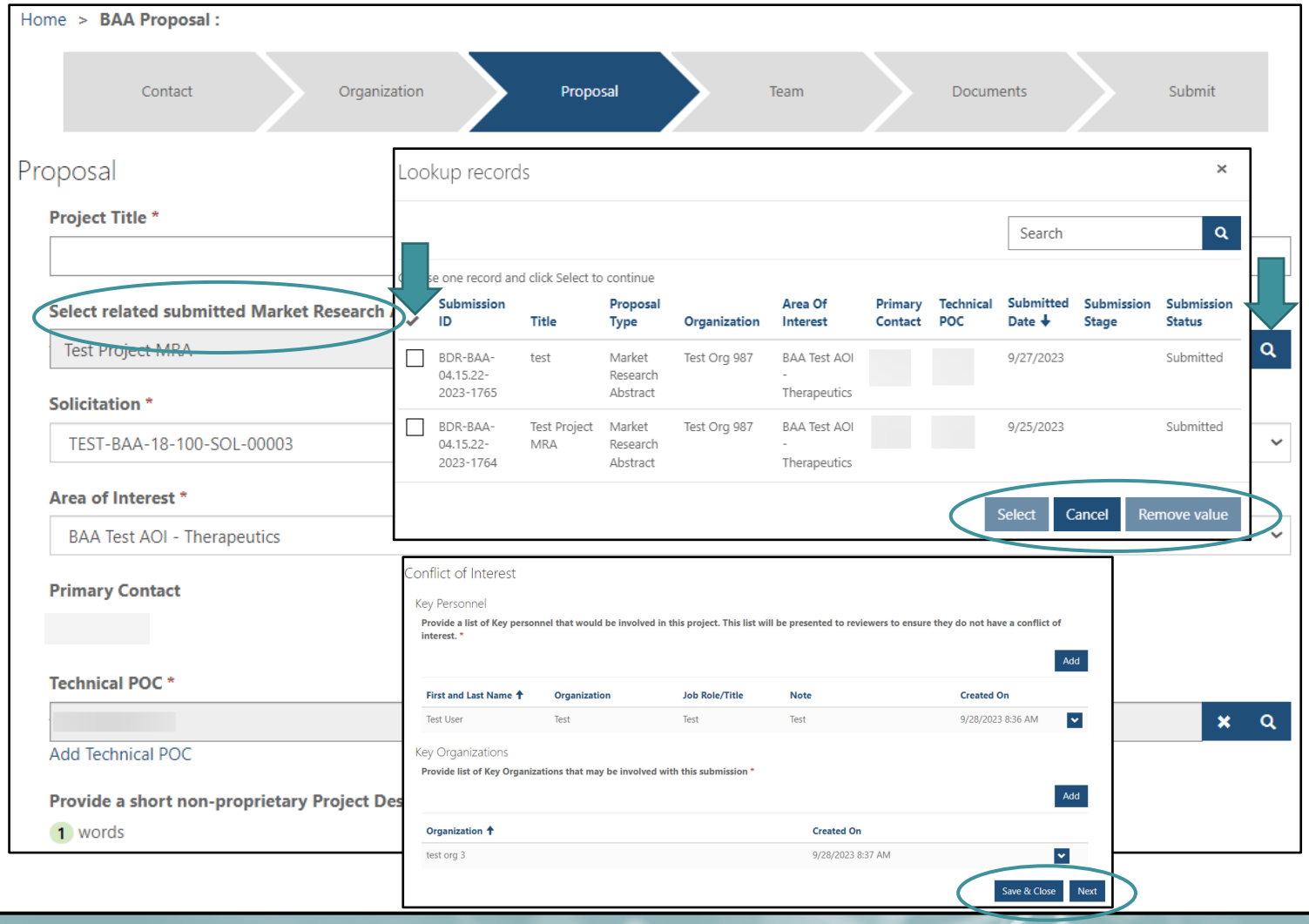
SAM Unique Entity Identifier (UEI) is required for proposal submission.

- Within the **Organization** tab enter all fields, ensuring the required data fields are populated.
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.



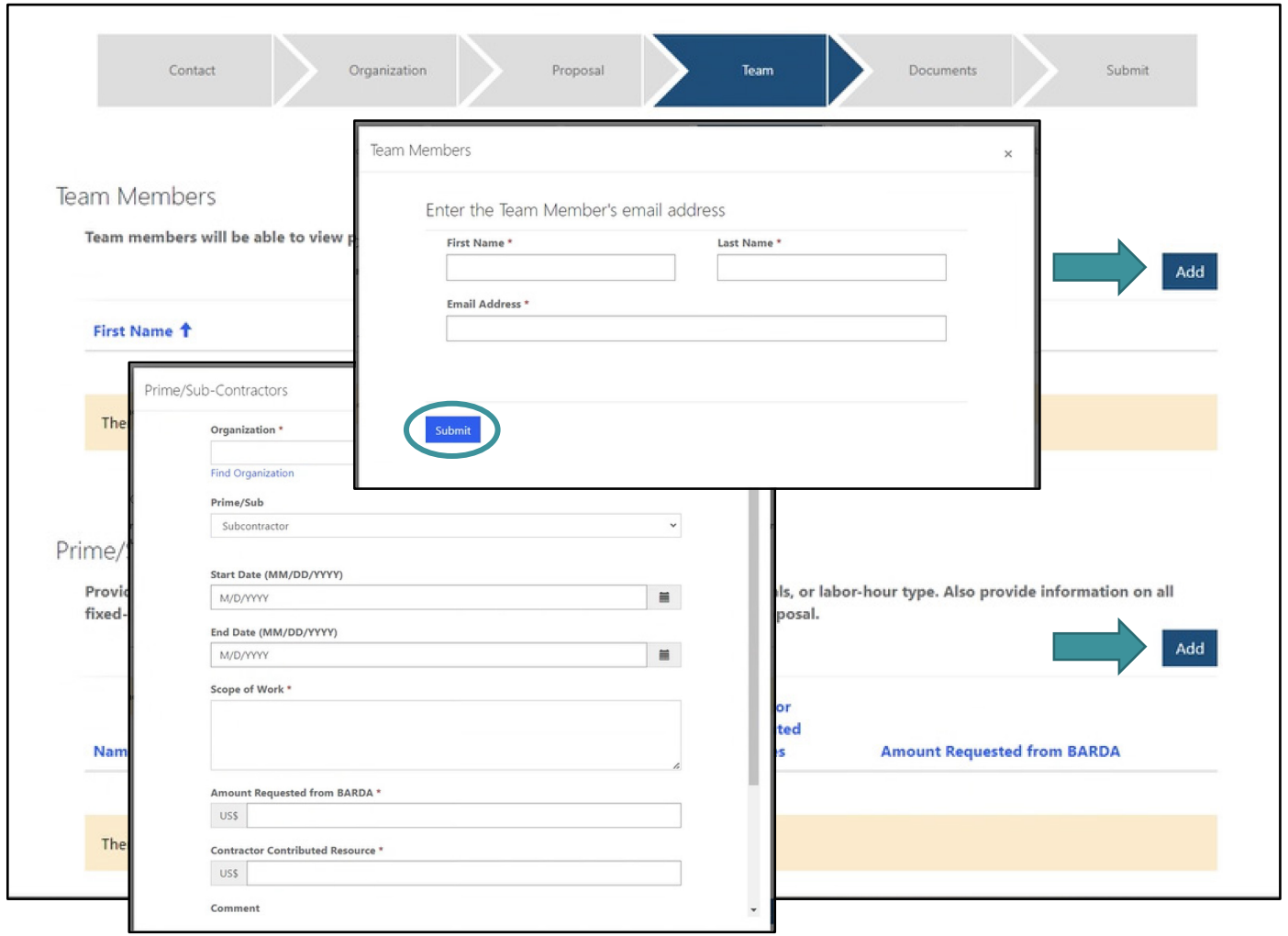
Proposal – Proposal Tab

- Fill out all information within the **Proposal** tab. All required fields must be completed.
- Associate the Proposal to a related Market Research Abstract, if applicable, by clicking on the **search icon** (), then click on the **checkbox** next to the related Market Research Abstract, click **Select**.
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.



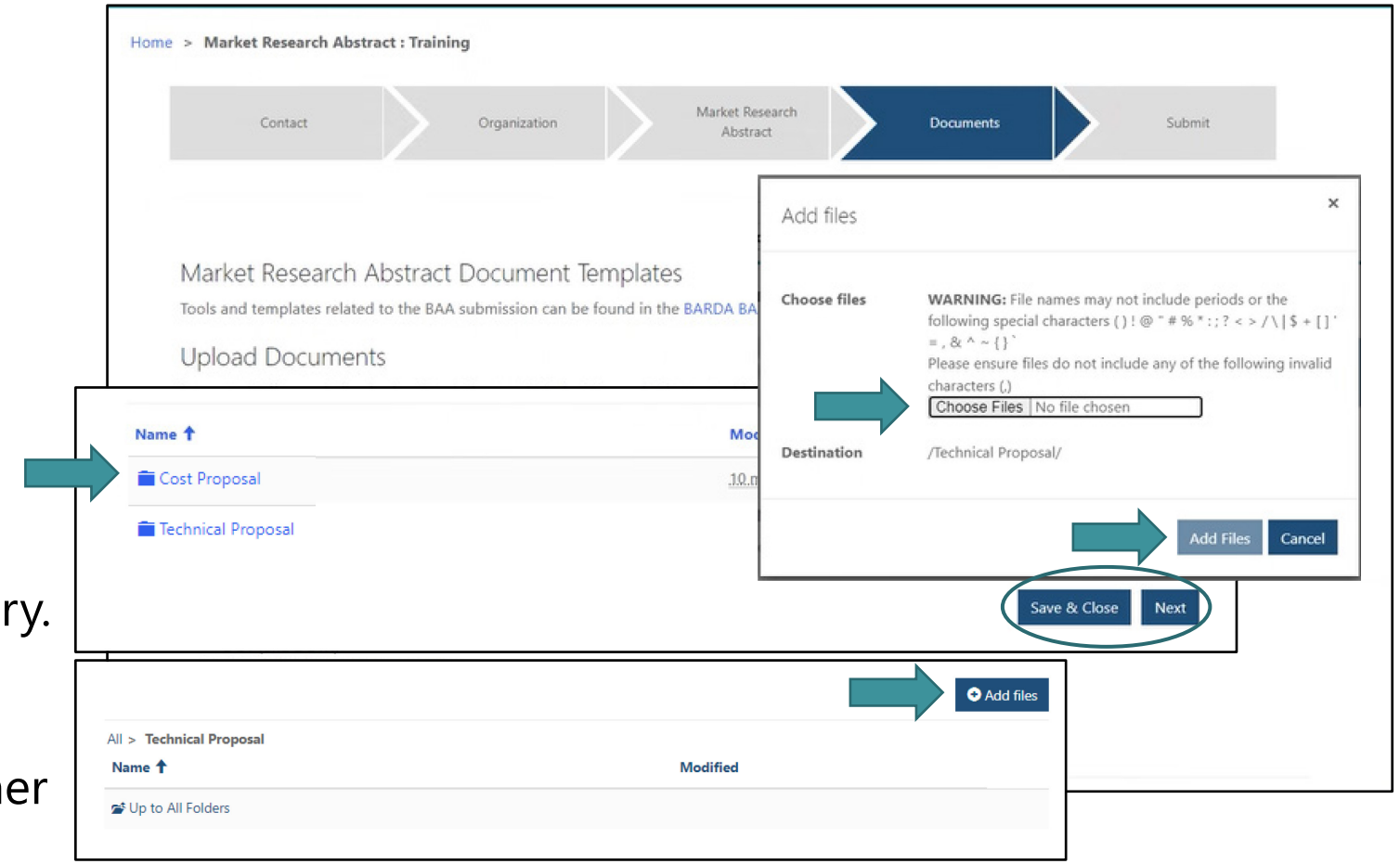
Proposal – Team Tab

- On the **Team** tab, Team Members and Prime/Sub-Contractors can be added.
- To add a Team Member, click **Add**, fill in the requested information, then click **Submit**.
- To add a Prime/Sub-Contractor, click **Add**, fill in the requested information, then click **Submit**.
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.



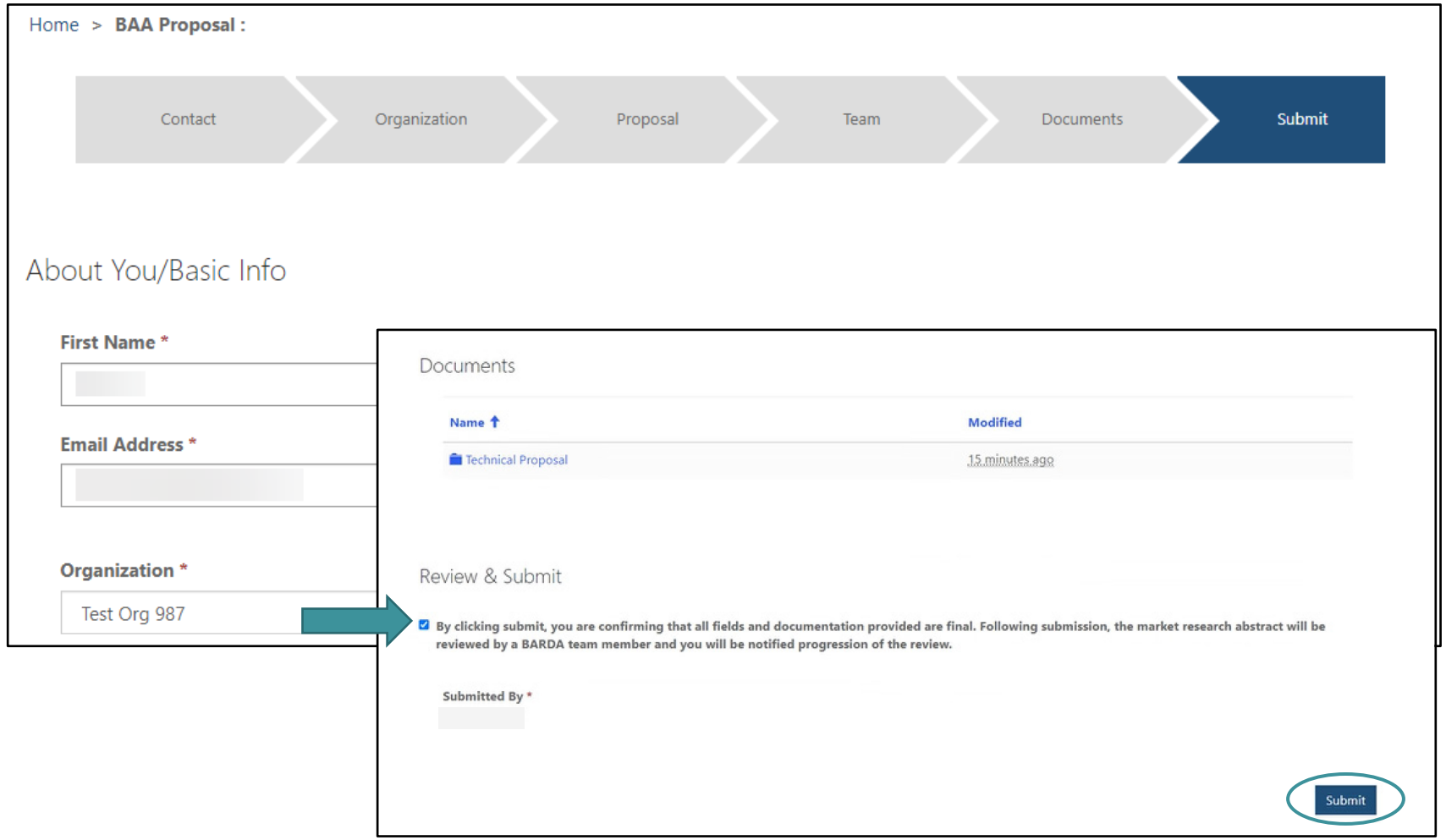
Proposal – Documents Tab

- Within the **Documents** tab, upload documents relevant to the Proposal submission.
- To add a file(s):
  - Click **Cost Proposal**.
  - Click **Add files**.
  - Click **Choose files**.
  - Locate file(s), click **Open**.
  - Confirm file has been added to the Add files window. Click **Add Files**.
  - Add as many documents as necessary.
- Repeat steps for **Technical Proposal**.
- Click **Next** when done or
- Click **Save & Close** to continue at another time.



Proposal – Submit Tab

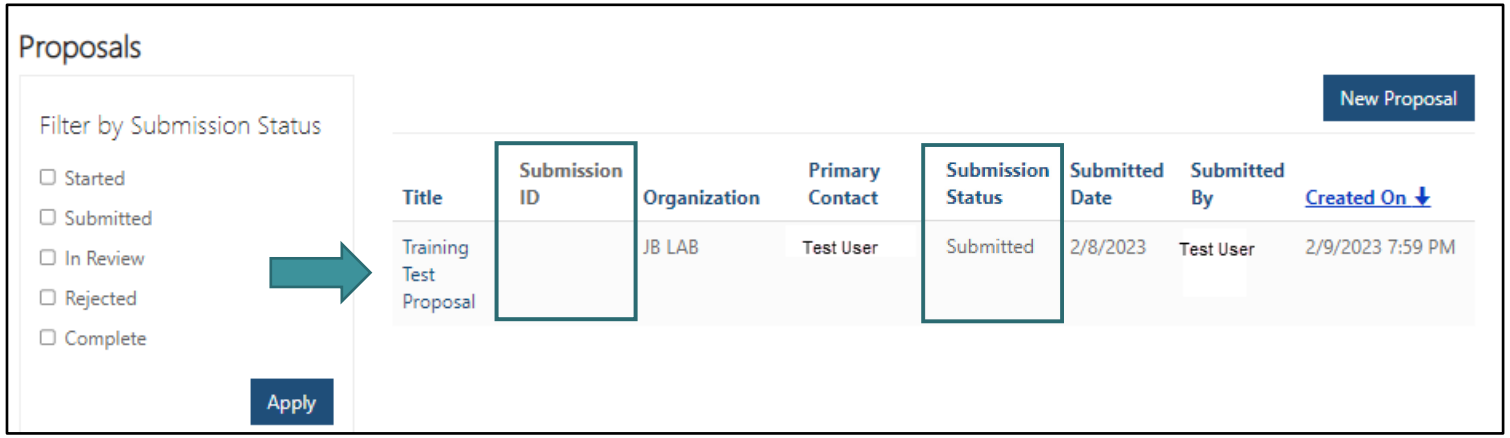
- Within the **Submit** tab, all data and documents entered are presented.
- Review the submission data, ensuring the required data fields are accurate and populated.
- Under the Review & Submit section click the **checkbox** to confirm submission data is final, then click **Submit**.

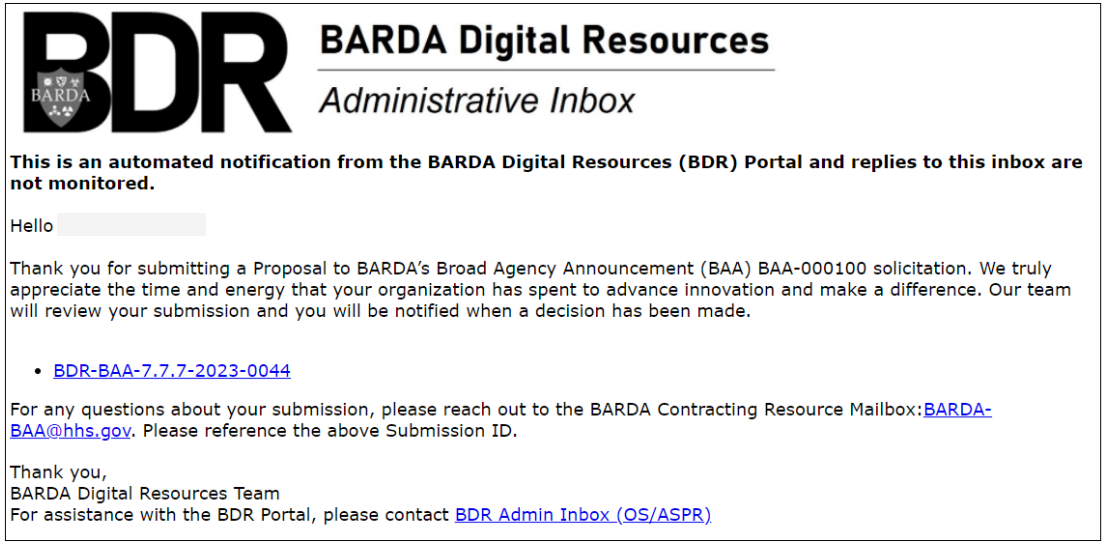


Proposal – Submission Complete

- After completing the submission within the **Submit** tab, the user is directed back to the Submission dashboard where the proposal is displayed with a status of **Submitted**.
- The applicant will receive a system generated notification confirming that the submission has been received.
- The proposal submission process is now complete.

The Submission ID may take a few minutes to populate. Refresh the screen; the Submission Status should say Submitted.





BARDA Digital Resources

Administrative Inbox

This is an automated notification from the BARDA Digital Resources (BDR) Portal and replies to this inbox are not monitored.

Hello

Thank you for submitting a Proposal to BARDA's Broad Agency Announcement (BAA) BAA-000100 solicitation. We truly appreciate the time and energy that your organization has spent to advance innovation and make a difference. Our team will review your submission and you will be notified when a decision has been made.

- BDR-BAA-7.7.7-2023-0044

For any questions about your submission, please reach out to the BARDA Contracting Resource Mailbox:BARDA-BAA@hhs.gov. Please reference the above Submission ID.

Thank you,
BARDA Digital Resources Team
For assistance with the BDR Portal, please contact BDR Admin Inbox (OS/ASPR)

Questions?

For any assistance using the BDR Portal, please reach out to BDR_Admin_Inbox@hhs.gov